



OVERSIGHT AND  
COMPLIANCE

**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

**MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT, GENERAL  
SERVICES ADMINISTRATION**

**SUBJECT: Charter Renewal and Membership Balance Plan Consultation – Board of Visitors for  
the Western Hemisphere Institute for Security Cooperation**

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the Board of Visitors for the Western Hemisphere Institute for Security Cooperation (“the Board”) (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and in accordance with 41 C.F.R. § 102-3.50.

Prior to filing the Board’s charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectively requests that the Committee Management Secretariat review and approve the proposed charter and membership balance plan (attached). Both documents has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Betty Mosher, at 703-697-4555.

James D. Freeman II  
Advisory Committee Management  
Officer for the Department of Defense

Attachments  
Proposed Charter  
Proposed Membership Balance Plan